

Report Time for Shift Eligible Employees

Use this procedure to report shift work hours.

Basic Rules:

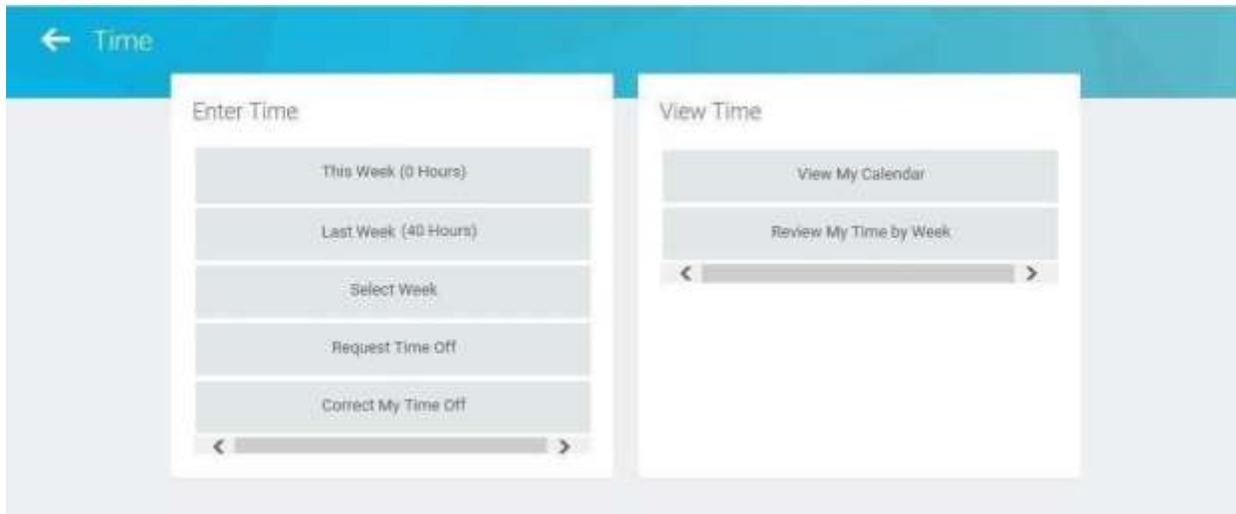
- An employee's job profile must be in a "shift eligible" job family in order to receive shift differential pay. If you have questions about your shift eligibility, contact your HR Staff.
- Shift workers must have a work schedule assigned prior to entering time. Contact your Agency Timekeeper if you have questions regarding your assigned work schedule.
- Shift differentials are automatically calculated when a shift worker **starts work** between 2 PM and 1 AM.
- Non-qualifying shifts must be indicated on the timesheet. In this case, shift eligible and non-qualifying shift hours must be entered on a separate rows for a day on the timesheet.
- Worktags are used to identify shift differential eligibility.

Procedure:



1. From the **Home** page, click the **Time** worklet.

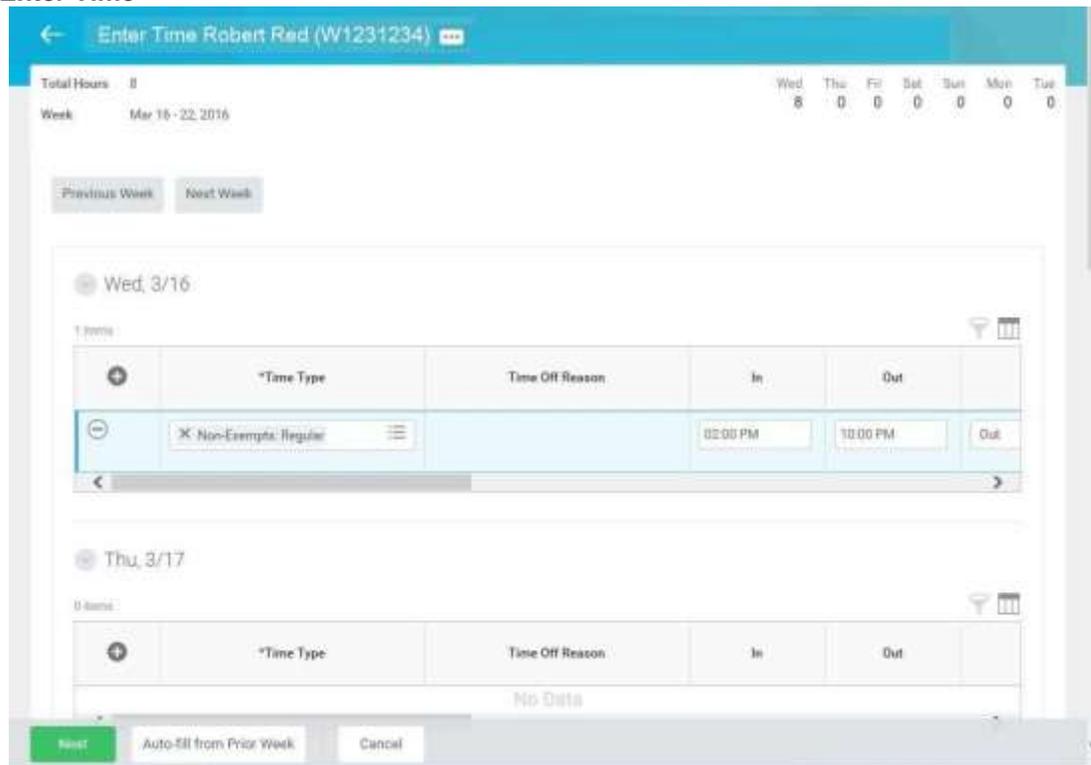
Time Worklet



2. Choose whether to enter time for the current week or a prior week. Use one of the following options:

To...	Do This...
To enter time for the current week...	Click the This Week button.
To enter time for the previous week...	Click the Last Week button.
To select a week in a previous pay period...	Click the Select Week button.

Enter Time



3. Enter regular work hours. See note below for examples. Click the **Add Row**  icon to enter time for a day in the week.
4. Then, complete the fields in the row including:
 - **Time Type:** Verify that the appropriate **Time Entry Code** displays in the **Time Type** field. (e.g., Exempt: Regular, Non-Exempt: Regular, Regular, etc.)
 - **In:** Enter the start time you reported to work. For example, enter “2p”.
 - **Out:** Enter the time you checked out of work. For example, enter “10p”.
 - **Out Reason:** Select the reason (e.g., Meal or Out) you check out of work.
 - **Position:** If you have another State position for which you are reporting time, enter/select the position number.
 - **Worktag:** Identify the row(s) which you will mark as shift eligible or not eligible. If applicable, select the appropriate worktag.
 - a. **Shift Differentials (Note: Use for all employees except for Nurses)**
 - Shift Differentials: Shift Eligible
 - Shift Differentials: Not Shift Eligible
 - b. **Nurses Shift Differentials (Note: RN,LPN and CNA ONLY)**
 - Nurses Shift Differentials: 2nd Shift Eligible
 - Nurses Shift Differentials: 3rd Shift Eligible
 - Nurses Shift Differentials: Shift Not Eligible
 - Nurses Shift Differentials: Weekend Differential – 2nd Shift Eligible
 - Nurses Shift Differentials: Weekend Differential – 3rd Shift Eligible
 - Nurses Shift Differentials: Weekend Differential Eligible

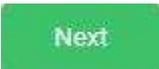


Information: Time Entry for Shift Hours

Remember that if your shift **STARTS** between 2pm and 1am, the shift differential will automatically be received. However, if you start work before or after this window of time all work time may not qualify for shift differential. You will have to enter your time on different rows and mark the time as shift eligible or not eligible (for non-qualifying shifts) to receive shift differential pay for hours worked. See examples below.

Examples of how shift differentials are calculated from entries on the timesheet.

Ex	Start Time	End Time	Time Entries and Results
1	11 AM	7 PM	<p>Time Entry: Enter time from 11 AM – 7 PM on 1 row. No worktag needed.</p> <p>Result: All hours <u>receive</u> shift differential pay.</p>
2	10 AM	6 PM	<p>Time Entry: Enter time from 10 AM – 6 PM. No worktag needed.</p> <p>Result: All hours <u>receive</u> shift differential pay.</p>
3	1 PM	9 PM	<p>Time Entry Option 1: Enter time on 1 row from 1 PM – 9 PM. No worktag needed.</p> <p>Result: All hours will <u>NOT receive</u> shift differential pay.</p> <p>Time Entry Option 2: Receive shift differential for qualifying period. Enter time on 2 rows. One to report shift eligible hours and another for non-qualifying hours: Row 1: Enter time from 1 PM – 2 PM. No worktag needed. Row 2: Enter time from 2 PM – 9 PM. Select the appropriate “shift eligible” worktag.</p> <p>Result: Shift differential is only received for hours worked from 2 PM – 9 PM.</p>
4	11 PM	10 AM	<p>Time Entry Option 1: Enter time on 1 row from 11 PM – 10 AM. No need to use worktag.</p> <p>Result: All hours <u>receive</u> shift differential pay.</p> <p>Time Entry Option 2: Receive shift differential for qualifying period only. Enter time on 2 rows. One to report shift eligible hours and another for non-qualifying hours: Row 1: Enter time from 11 PM – 7 AM. No worktag needed. Row 2: Enter time from 7 AM – 10 AM. Select the appropriate “not eligible” worktag.</p> <p>Result: Shift differential is only received for hours worked from 11 PM – 7 AM.</p>

5. When you are done entering time, click the **Next**  button.

Enter Time – Confirmation Page

Enter Time – Confirmation Robert Red (W1231234) ...

Mar 16 - 22, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

<p>Daily Totals</p> <table border="0"> <tr><td>Wednesday</td><td>8</td></tr> <tr><td>Thursday</td><td>0</td></tr> <tr><td>Friday</td><td>0</td></tr> <tr><td>Saturday</td><td>0</td></tr> <tr><td>Sunday</td><td>0</td></tr> <tr><td>Monday</td><td>0</td></tr> <tr><td>Tuesday</td><td>0</td></tr> <tr><td>Total Hours</td><td>8</td></tr> </table>	Wednesday	8	Thursday	0	Friday	0	Saturday	0	Sunday	0	Monday	0	Tuesday	0	Total Hours	8	<p>Week Totals</p> <table border="0"> <tr><td>Regular</td><td>8</td></tr> <tr><td>Overtime</td><td>0</td></tr> <tr><td>Comp Time Earned</td><td>0</td></tr> <tr style="border: 2px solid red;"><td>Shift Diff</td><td>8</td></tr> <tr><td>Holiday/Emergency</td><td>0</td></tr> <tr><td>Time Off</td><td>0</td></tr> <tr><td>Additional Job Req Hours</td><td>0</td></tr> <tr><td>Total Paid Hours</td><td>8</td></tr> </table>	Regular	8	Overtime	0	Comp Time Earned	0	Shift Diff	8	Holiday/Emergency	0	Time Off	0	Additional Job Req Hours	0	Total Paid Hours	8
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Save
Back
Cancel

6. Review the Daily and Week totals.



Information: In the **Week Totals** column, the shift eligible hours display in the Shift Differential category. If you need to update time, click the **Back** button.

7. Click the **Save** Save button.

IMPORTANT: You'll lose the time you just entered if you leave the confirmation page without saving.

8. The System Task is complete.